

RENEWAL INSTRUCTIONS

- ◆ **BY FAX** – fax in copies of the face sheet of the previous annuals with inspection reports and profile sheets (if applicable) to be renewed OR, **legibly** list the permit numbers on business letterhead and submit with a valid credit card number and expiration date or a Caltrans debtor account number.
- ◆ **BY MAIL** – mail in copies of the face sheet of the previous annuals with inspection reports and profile sheets (if applicable) to be renewed OR, **legibly** list the permit numbers on business letterhead and submit with a check, credit card, or debtor number for the correct amount.
- ◆ **IN PERSON** – submit copies of the face sheet of the previous annuals with inspection reports and profile sheets (if applicable) to be renewed OR, **legibly** list the permit numbers on business letterhead and submit. Cash, credit cards, debtor numbers, and checks are accepted. **WALK-INS ARE NOT ACCEPTED AFTER 3:00 PM.**

PERMITTEES ARE RESPONSIBLE FOR SUBMITTING CORRECT ANNUAL PERMIT NUMBERS AND DOCUMENTATION FOR RENEWAL. ONCE THE PERMIT HAS BEEN ISSUED, ANY CHANGES TO THAT PERMIT IS SUBJECT TO ADDITIONAL FEES.

NORTH REGION OFFICE

Department of Transportation
Transportation Permits
1823 14th St.
Sacramento, CA 95814
PH# 916-322-1297
FX# 916-322-4966

SOUTH REGION OFFICE

Department of Transportation
Transportation Permits
464 W. Fourth St. (MS 618)
San Bernardino, CA 92401-1400
PH# 909-383-4637
FX# 909-383-7979

OFFICE HOURS: MON – FRI; 8AM – 5PM; CLOSED HOLIDAYS

PLEASE SUBMIT REQUEST 60 DAYS PRIOR TO EXPIRATION DATE. APPLICANTS ARE RESPONSIBLE FOR TIMELY RENEWAL OF PERMIT. ALL APPLICATIONS ARE PROCESSED IN THE ORDER RECEIVED. PLEASE ALLOW UP TO 14 BUSINESS DAYS FOR PROCESSING. FAILURE TO PROVIDE ALL NECESSARY INFORMATION AND/OR DOCUMENTATION WILL RESULT IN THE DENIAL OF THE ANNUAL PERMIT RENEWAL. IF THE REQUEST IS DENIED, CUSTOMERS MUST RESUBMIT ALL DOCUMENTATION.

<p>RENEWAL NOTICE WILL NOT BE SENT</p>
